

### **NHS Executive Committee**

The executive committee is composed of the chapter officers and the chapter adviser. The committee helps direct the business affairs of the chapter. This committee determines the dues structure, makes recommendations concerning the bylaws, time and place of meetings, meeting agendas, special projects, member obligations, nominating procedures for the NHS scholarship awards programs, and the like. All actions and recommendations by the executive committee are subject to review by the membership. The executive committee should be especially aware of the chapter's relationship to other school organizations, the administration, the faculty, and the community. Care should be taken that activities of the chapter do not duplicate or interfere with those of other school organizations. Ideally, any project or activity developed by the chapter will compliment and serve the best interests of the total school program.

Executive Committee meets weekly with the chapter advisor to plan for the organization.

### **President:**

Leads the Executive Committee and the chapter. Responsible for preparing meeting agendas and running meetings for the Executive Committee and the chapter. Interfaces with the principal and other administrators as well as leaders of other school organizations.

### **Vice President:**

Assists the President in leading the Executive Committee and the chapter. Assists with preparing meeting agendas and running meetings for the Executive Committee and the chapter. Also interfaces with the principal and other administrators as well as leaders of other school organizations. Assumes the role of President if the President is unavailable to participate in a meeting or event.

### **Secretary:**

Responsible for taking attendance for all meetings and events and keeping the minutes of all Executive Committee and chapter meetings. Issues reminders to all members of upcoming meetings via morning notices and email. Handles most of the day-to-day correspondence for the chapter.

### **Philanthropist:**

Primary responsibility is to identify and communicate opportunities for individual and group service projects. Each member must participate in at least 10 hours of individual service projects and the group service projects. Members turn in this information to the Philanthropist who is responsible for recordkeeping for service projects.

### **Public Relations Officer:**

Responsible for publicizing the chapter activities. This includes taking pictures at meetings and events, helping with NHS bulletin board, writing stories for local newspapers, writing stories for the national NHS magazine.

### **Information Officer:**

Primary responsibility is to maintain the CEHS chapter website and provide current information to the Executive Committee and members about NHS national activities, scholarships and events that may be of interest to members. This information is available on the NHS national website and the NHS magazine. Assists the Public Relations Officer with all aspects of publicity for chapter activities.